

THOMPSON RIVERS UNIVERSITY

PARKING APPEAL AND ADVISORY COMMITTEE TERMS OF REFERENCE

As revised October 2007

Authorization

- Established by: President, TRU
- Advisory to: Vice President Administration and Finance

Membership

- 2 full time members of the TRUSU student body
- 2 full time members of the TRU Faculty
- 2 full time members of the CUPE support staff
- 2 full time members of the Administrative staff
- 1 full time member from the Facilities Services Division (non-voting)
- 1 full time Secretary from the Facilities Services Division (non-voting), and
- 1 full time employee of the Parking Control Company (non-voting).

Method of Appointment

- **2 full time Students.** To be nominated by the President of the TRU Student Union
- **2 full time Faculty.** To be nominated by the President of the Faculty Association
- **2 full time Support staff.** To be nominated by the Chairperson, TRU Cupe Local 900
- **2 full time Administrators.** To be nominated by the Vice President Administration and Finance
- **1 full time, non-voting member of the Facilities Services Division.** To be nominated by the Director of the Facilities Services Division
- **1 full time, non-voting Secretary from the Facilities Services Division.** To be nominated by the Director of Facilities Services Division
- **1 full time, non-voting employee of the Parking Control Company.** To be requested by the Facilities Services Division.

Terms of Office

The Faculty, Support Staff and Administrative Staff shall be appointed by staggered two year terms. The student members shall serve one year terms. The member from the Facilities Services Division shall serve for the term of his/her office. The Secretary and Parking Control Company employee shall serve as requested by the Facilities Services Division.

Officer

The Committee shall have a Chairperson who shall be elected by the voting member of the Committee from within the membership of the Committee.

General Procedures

1. The Committee shall vote at its inaugural meeting each year to hold the appeal meetings at a fixed date each month. The date shall be forwarded to the Facilities Services Division for scheduling of appeals. The monthly meeting shall be cancelled by the Chairperson should no appeals or appropriate business require a meeting of the Committee.
2. The Chairperson shall develop the necessary administrative appeal procedures to ensure a fair hearing. The process shall include the following:
 - The meeting shall proceed only if a quorum is present. One member of each of the constituent groups must be present for meeting to continue. If a quorum is not present, the Chairperson shall call for a meeting at the next appropriate date and time. All parties concerned will be notified of the change in the meeting.
 - The Chairperson shall normally only vote when necessary to break a tie.
 - If desired, the appellant may be present at the meeting of the Appeal and Advisory Committee to state his/her case and answer questions the Committee members may have. The time shall be limited to 10 minutes per appeal.
 - Any member of the Committee who has an active appeal before the Appeal and Advisory Committee, must absent him/herself from the Committee during the discussion and voting on his/her case.
 - The Secretary shall be responsible for presenting to the Committee a listing of all appeals against the Parking Violations Notices. Both the Secretary and the Parking Control Company employee shall be prepared

to provide details of the circumstances under which the Parking Violation Notices were issued.

- The Committee shall decide on the disposition of the appeals by a majority vote.
 - The Secretary shall complete the appeals process by:
 - Advising the appellants of the Committee's decision by letter signed by the Chairperson;
 - Advising the appropriate TRU staff of successful appeals so that appropriate administrative action is taken.
 - Providing the Committee with a record of the proceedings of each meeting. Copies of the proceedings will be passed on to each Committee member, the Vice President Administration and Finance, and the Facilities Services Division for information.
3. Any appellant or member of the TRU community can request the record of the proceeding of a specific meeting of the Parking Appeal and Advisory Committee in writing from the office of the Freedom of Information Services.

Recommendations/Reports

4. A continuous effort to improve the parking system, and to ensure that enforcement is fair and equitable, is an ongoing objective of the TRU Administration. The Committee, by virtue of the experience gained in hearing appeals, is in a position to make positive recommendations to the Administration on both policy and operating level requirements. Recommendations are to be forwarded as follows:
- Policy Level: Recommendations for changes in the basic framework and/or in the policies of the parking system are to be forwarded by memorandum, as required, to the Vice President Administration and Finance, by the Chairperson. A reply to the Committee's recommendations are to be made to the Chairperson within two weeks.
 - Operating Level: Recommendations for changes in the method of day-to-day management and operation of the parking system are to be made to the Facilities Services Division through the representative from the Facilities Services Division and the Chairperson, and are to be recorded in the proceedings of each meeting. A reply to the Committee's recommendations are to be made to the Chairperson within two weeks.

5. The Committee will submit a brief report to the Vice President Administration and Finance by September 1, of each year, to include:
 - The number and disposition of appeals;
 - Recommendations on policy matters, to improve the system of parking at TRU, which have not already been forwarded as provided in #4 above;
 - Recommendations to improve the effectiveness and fairness of the appeal process itself.

6. A formal review of the entire parking and appeal process every two years.